

# Veteran Applicant Guide

Because selection decisions are based on your completed online TPWD/State of Texas application instead of your attached resume, maximize your chances of being selected for an interview with TPWD by including all relevant internship, volunteer, and non-paid experience in your online application. Be sure to complete the following steps.

1. Address each of the **Knowledge, Skills and Abilities** and **Working Conditions** (found under that name on every TPWD job opening) and in the **Work Experience-Duties Summary** section of your online Application for Employment.

2. Under the **Additional Information** section, create a comprehensive list of your military and civilian education and training, certificates and licenses, skills, honors/awards, professional memberships, etc. as part of **Certificates and Licenses** sections, **Skills** section, or **Supplemental Information** sections. The checklist below can serve as a sample guide for developing the **Additional Information** portion of your application.

Certificates and licenses	Skills	Supplemental information
<input type="checkbox"/> Hunting or fishing	<input type="checkbox"/> Customer service	<input type="checkbox"/> Military services
<input type="checkbox"/> PADI	<input type="checkbox"/> Cash handling	<input type="checkbox"/> Honors
<input type="checkbox"/> EMT or paramedic	<input type="checkbox"/> Field supervisor	<input type="checkbox"/> Awards
<input type="checkbox"/> Firearms permit	<input type="checkbox"/> GPS/GIS	<input type="checkbox"/> Professional memberships
<input type="checkbox"/> NWCG Fire Fighter type II	<input type="checkbox"/> MS Office or other applications	<input type="checkbox"/> Professional associations
<input type="checkbox"/> Boat Operator's License	<input type="checkbox"/> Power or hand tools	<input type="checkbox"/> Technical training
<input type="checkbox"/> Waste/wastewater treatment	<input type="checkbox"/> Ability to work independently or with a team	<input type="checkbox"/> Publications or presentations
<input type="checkbox"/> Skilled trades or heavy equipment	<input type="checkbox"/> Farm/ranch equipment or 4WD	<input type="checkbox"/> Classes taught
<input type="checkbox"/> Class A or B or military equipment	<input type="checkbox"/> Other military or civilian equipment	<input type="checkbox"/> Service organizations
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

3. Review the **Acceptable Substitutions** list in the Qualifications Guidelines section of the TPWD job posting to see if there are any substitutions. If a BA/BS from accredited college/university is required, there may or may not be an **Acceptable Substitution** listed.